

# **Intra School Assessment**

By:  
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## **CONTENTS**

**Foreword**                      Prof. Muhammad Akhtar Siddiqui

**Preface**                      Dr. Badarul Islam

### **Part    I                      General Information**

- |          |                                    |          |
|----------|------------------------------------|----------|
| <b>1</b> | <b>Intra-School Assessment</b>     | <b>1</b> |
| <b>2</b> | <b>Aspect of school Assessment</b> | <b>4</b> |

### **Part    II                      Gradation**

- |          |  |           |
|----------|--|-----------|
| <b>3</b> | <b>Key</b>                               | <b>9</b>  |
| <b>4</b> | <b>Infrastructure</b>                    | <b>13</b> |
| <b>5</b> | <b>School Administration</b>             | <b>20</b> |
| <b>6</b> | <b>All Round Development of Students</b> | <b>26</b> |
| <b>7</b> | <b>Inspection and Supervision</b>        | <b>41</b> |
| <b>8</b> | <b>School and Society</b>                | <b>45</b> |

## FOREWORD

Self assessment is time tested device used for understanding one's own strengths and weakness, accomplishment and failures, potentials and capacities which helps one to seek self guidance and self direction for a particular course of action. Performance evaluation occupies an important place in modern management practice and around this concept only revolves the entire authority-accountability structure in an organization.

Self assessment these days is one of the major modes of performance evaluation. The concept juxtaposes the traditional and conservative approach of external assessment by others as a source of knowing the level achievement by the subjects or subordinates or trainees.

It presumes that every individual is primarily goal-oriented, motivated towards goal achievement, feel self-accountable to the assigned tasks and responsibilities and can reasonably be trusted in making objective assessment of his own performance to a fair degree of reliability.

The concept fundamentally accept that the accountability structure in any system cannot be made optimally effective with respect to goal attainment unless the individuals and institution engaged in task accomplishment are given chance to present their own assessment and their self assessment is taken on board as a part of a collaborative exercise of evaluation.

Self appraisal works very well in reaching out to and highlighting the remotest corners of one's performance or qualities to which the evaluation by superior or other may sometimes not be able to reach.

Thus, its access is far deeper, finer and encompassing, much more helpful in understanding individuals and institutions and the capacities than what external evaluation alone is likely to do. Self assessment can be more useful method to identify the individuals or institution's strengths and attainments if it is used in association with other forms of assessment, as in this way only the biases and subjectivities of self assessment of whatever degree would be ironed out and leveled and a more reliable picture of the state of individual/ institution would emerge.

No doubt, to make the process of self assessment a more reliable Intra School Assessment mechanism for feedback, it should be based on facts and be structured, systematic, comprehensive and open to question and conducted continually. Self assessment also serves as a strong self motivator and self organizer for goal achievement, besides helping in classification and grading of the institution or the individual.

These days it is accepted quite frequently as a basis for decision making by the stakeholders regarding the individuals or institutions, and for the services or products offered by them. The present booklet is a valuable attempt in the direction of appraising educational institutions and assigning them a particular grade on the basis of the outcome of this appraisal.

The document is meant for auto use by schools, and would help them gauge all aspects of their organization and performance and let them know the areas of their strength and ones which require their greater attention and reinforcement to reach higher levels of excellence.

In the era of TQM, this tool will serve as an important means to move the institutions towards total quality achievements and will guide the management quite especially for necessary action. Outsider can always refer to the results of administration of this tool in any institution which would act as a good window to them to look at all aspects of life and working in that institution. The use of this device will create quality consciousness even among traditional education institutions also otherwise is not much attended to in many of these institutions.

Prof. Mohammed Akhtar Siddiqui  
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Delhi.

## **PREFACE**

Intra-Assessment means self introspection of a person or an institute without any external pressure. It is by and large true, because the persons at the helm of affairs do it, for betterment in future, it is there for excellence, which compels them to do objective analysis without any biased or fear. In this process it is vital to get self satisfaction rather than satisfying others.

There is an Arabic proverb which means "Evaluate yourself before you are evaluated". Self-Assessment means assessing one's performance without any external pressure, and to know the progress made towards achieving the goal by oneself.

Self Assessment of our performance keeps us on right track. It helps us in taking our shortcoming one hand, and on the other we can grow our strength. Performance appraisal is the basis of excellence.

Moreover it is one of the basic tenets of our belief too. It's a mirror in which we see our present and to improve it for our future. It will help us in long term as well as short term planning and initiate the healthy competition.

The motive behind this effort is nothing but to initiate the healthy competition in our schools. The manuscript of this book was sent to educational experts, head of schools, teachers, and persons involved in management, for their suggestions and comments, accordingly it was revised.

An effort is also made to set standards for schools. This may help them to face the challenges of twenty- first century.

In this endeavour, my teacher and guide Dr. S.H. Josh, was a motivating force. Dr. M.M. Siddiqui and Dr. Khan Sohail Ahmed with Mr. A. Lateef and Brother M. Ilyas Ahmed helped a lot and gave useful suggestions. I am grateful to them.

### **About English Version:**

Originally the book was titled "Taleemi Idaron ki Darja Bandi". This was published in Urdu. Later on from various corners and experts in the field of education, came demand for its English version.

Respecting it the compiler started working on its English version taking advantage of the suggestions coming forward after publication of Urdu book; I also tried to improve the content; and now it is in your hand.

I express my deep gratitude to Mr. Mohammad Ashfaq Ahmed who was instrumental in its publication. I also extend my thanks to MMI Publishers Delhi for bringing out this book in short period.

As rightly said "nothing is perfect under the sun". Suggestions for further improvement in this regard will be welcome.

Date: 2<sup>nd</sup> August 2010

Dr. Badarul Islam

## Intra School Assessment

### **Intra-School Assessment**

In the age of Total quality management in all corners of human life, including education, it becomes obvious for educational institutions to take stock of their present position to march towards the desired goal. In this regard the first and foremost step is to make objective and un-biased assessment of the institution. In institutional assessment, we see its bright aspects, as well as the dark spots. It also gives us an insight into the opportunities available, which are overlooked by and large. Assessment is a must for institutional progress.

Institutional assessment provides us with the strategy for the progress and success of the institution. It chalks the path to success. Secondly in the light of it, the journey towards goal becomes easy and achievable. Total quality management in school turns into reality. Following are key points in Institutional Assessment.

- Areas of Assessment
- Parameters of Assessment
- Persons involved in Assessment
- Qualitative and Quantitative Aspect
- Use of the end result of assessment for betterment

Naturally the question arises as to what are the constituents and measurement of quality in school. Various experts have given, various dimensions; a synthesis of it gives following three main aspects.

#### I      Students

- Learning and Quality of Learning
- Satisfaction about teachers.
- Standard of behavioural change in student
- Quality of School infrastructure and services
- Adjustability in new environment, culture etc
- Equal opportunities to students for their development
- Competitive Spirit

- General Satisfaction about school
- Intra School Assessment

## II Parents and Society

- Quality of teaching and learning
- Satisfaction about School Human Resources
- Desired change in students' behaviour and its achievement
- Quality of educational resources available in school (Teaching Aids, modern technology etc)
- Role of head of the school
- General satisfaction about school
- Becoming a good human being
- Students' academic achievement
- All round development of student (Mental, Physical and Spiritual)

## III Teachers

- Congenial working atmosphere
- Standards of teacher evaluation
- Professional atmosphere of school
- Educational standard of the school
- Professional help and services available in school
- Mutual co-operation and team spirit
- Attitude of the head of the school and management
- Sense of accountability in teachers
- Foresightedness and readiness to face contemporary challenges
- Mutual relation of staff

Other points which needs our serious attention for quality education are:

- Team spirit among staff, (both teaching and non teaching), an attitude of doing collective work.
- Quality of language teaching, and students' ability to communicate well, verbally as well in writing.
- Suitable curriculum; preparing students for immediate and ultimate targets.
- Co-ordination between staff, management and students
- School's readiness for self assessment and improvement as per demand.
- School's readiness for accreditation from external agencies.



## Intra School Assessment

Let us see the qualities of a standard school so as to ascertain our goal, and march towards it.

- Child Centred: To be a successful school, the demand is that all its activities (curricular and co-curricular physical, mental etc) should aim at development of the child.
- Efforts for total quality management in school. No aspect howsoever small, should get clear attention. Everyone should strive to achieve standards in his area of influence.
- Clear policy and guide lines for achieving set standard. It should include long term and short term planning.
- Defining unambiguously, all standards, in all aspects, of school.
- Dynamic leadership to guide the process of total quality management in school.
- Wholehearted participation of all persons involved in achieving higher and higher standards.
- Each and every person of school should be aware about his 'duties', 'responsibilities' and 'right'.
- Inspection and observation of staff as per set norms which are communicated to them in the beginning of course.
- High standards are achieved, ultimately for the satisfaction of students, parents and society.
- Continuous assessment and improvement become part of school culture.
- Every individual feels that achievement of the higher standard is his personal need.
- Satisfaction of all concerned is sought.
- Investment in developing human resources.
- Efforts are taken for problem free working.
- Complaints are treated as a source of learning and improvement.
- People at the helm of affair not only achieve desired standards but they also set the standards to be followed by others.

The points cited above could provides us with the bench mark in our journey for quality education

## **2 Aspects of school assessment**

### **I Aims and objectives and Mission Statement:**

First and foremost aspect is having well defined aims and objectives of the school. We can't proceed a step in institutional assessment if there are no set aims and objectives. Clarity in aims is a must for institutional activities. Only framing aims and objectives will not suffice. Management, staff member's students, parents and society must be aware of these aims and objectives.

Conceptual clarity of teachers and behavioural changes expected in students should be visualized. This will lead us in providing the required human and material resources. One can easily frame the strategy for achieving the goals and plan for it if they are clear.

### **II Resources**

The second aspect is availability of required human and material resources. It is the responsibility of management to provide the best possible human and material resources, and then only we can expect quality and make the head and his colleague accountable for it.

Human resources include a committed and dedicated head, teaching staff, and non-teaching staff which include clerk, accountant, librarian, laboratory attendant. Material resources required are suitable building, classroom, library, laboratory, computer lab, reading room, playground etc. It is expected that the laboratory must be equipped with all instruments, chemical, models etc.

School should also possess all required teaching aids (Charts, Models, Maps, LCD Projector etc)

There should be sufficient material for physical training and sports of students. Efforts be made to have both indoor and outdoor games.

In the light of these, we can take stock of the situation and can decide about the quality of school.

## Intra School Assessment

### III Working environment

The third aspect is the working environment in school. It means dealing and interaction with each other. These are internal as well as external interactions.

Internal interactions are dealing of head with his staff, mutual relation of staff, treatment given to students by teachers. Learning environment and learning experiences available to students, curricular and co-curricular activities, classroom environment.

Externally the interaction of school with department, social interactions, contribution of school in social activities etc. is covered.

To check all this we have to take cognizance of the opinion about school expressed by departmental authorities, school management and the society. Another parameter in this regard is to ascertain the level of satisfaction of students and parents about head of the school, staff and school environment.

### IV Legal Aspect

We have to check the legal status of the school too. The institute must have legal sanction. It should have governmental approval, affiliation with educational board etc.

### V Problems and their solutions

Such a mechanism is needed whereby there arise no major problem. If there is such, then it should be addressed immediately and solved.

Healthy and congenial atmosphere is maintained at all cost. There should not be negative competition among staff or students. Each member of school must be busy in his work, no way for lethargic attitude and procrastination. Strict discipline is maintained. Person with negative attitude should not find any place in the institution.

### VII Continuous Improvement

As has been rightly said "Road to quality never ends." So the institute's culture should be such that higher standards are set and achieved, containing internal resistance and overcoming external one. The institute's march towards quality be continued uninterruptedly. Positive changes are recognized. School should be aware about the external expectations. It should be ready to adopt positive social changes.

#### Intra School Assessment

School has to keep pace with "Globalization" and "Privatization". It is must for their survival. All this require a better mechanism of inspection and supervision, Institutional assessment, better planning for success and its timely execution, and continuous development of all concerned individuals.

#### VIII Wholehearted participation of all

Last but not least, wholehearted participation of all concerned in achieving quality is the pre-requisite of quality management in education. Quality in education does not come by just providing sufficient infrastructure and doing some routine work. It requires job satisfaction of teachers and other staff. For them it should not be just a job but on the contrary a quality. This vigorous satisfaction enhances efficiency, ultimately leading to climb higher standards.

#### Means of Assessments:

For objective assessment, particularly knowing positive and negative aspects of the institute, it becomes necessary to use scientifically prepared tool. (In forthcoming pages an effort is made)

SWOT analysis: Now a days in management science, SWOT analysis is used very often. The same can be applied to schools. It means knowing the "Strength", "Weakness", "Opportunities" and "Threats". Following chart is helpful in this regard.

Strength of school	Weakness of school

Opportunities for school	Threats for school

### Intra School Assessment

This exercise can be done effectively, with active involvement of staff and taking feedback from students, parents and society. Once it is finalized, the institute can move further and try to face threats successfully, can minimize weakness and fully exploit opportunities.

This analysis will become basis for further steps as follows:

- We can know precisely the strengths, which can be easily used for institutional building.
- We recognise the weakness of school, which need immediate attention, to get rid off.
- We become familiar with the opportunities which can be converted in to strength.
- We anticipate the probable threats, and decide which one of them needs immediate address, so as to avoid probable loss to institute.
- Thus SWOT analysis is of great help in improvement.

### Use of Data:

The data got from self assessment or introspection serves us in:

- Chalking strategy to march towards goal,
- Drawing short term and long term planning for getting rid of shortcomings, weakness and preparation to face probable threats bravely,
- Ascertaining developing stages of future,
- Planning to retain the strength of institution and developing the same for future betterment.
- By doing periodic introspection we can change or amend the strategies to expedite our journey towards excellence.

It is to be noted that the journey of excellence is un-ending.

Total quality management in Schools has become the problem of the very existence of institution, in this age of cut throat competition. Further globalization and privatization has made it the need of school. It has rather become the problem of survival. It is expected from school management, head of the institution and teachers to immediately start, serious effort in this regard.

### Intra School Assessment

In forthcoming pages, an effort is made keeping in mind the current demands and new trends in school education. It is hoped that by adopting it we can successfully start our journey towards excellence.

### Conclusion:

- ❖ The By self-assessment we are on right track in our march towards the goal.
- ❖ This helps us to control our weakness / lacunae.
- ❖ This can give an impetus to our strength.
- ❖ Self-assessment is the key to, rather first step for progress.
- ❖ Without self-assessment we can't even think of progress.
- ❖ Muslim is responsible before Allah for his life.
- ❖ This age has the concept of KAIZEN i.e. Zero Defect
- ❖ Today's demand is of "Total Quality Management".

Hence self-assessment is a must for progress and performance, otherwise we may stand nowhere.

## Intra School Assessment

### KEY

This form contains two types of information.

Part I	General information	No marking
Part II	Assessment	Marking

#### Key for marking:

For Yes / No: Give 1 mark for Yes and 0 mark for No

And give for A- 5, B- 4, C-3, D- 2 and E-1 mark.

#### Areas of Intra-School Assessment

Area	Marks
♦ Infra Structure	110
♦ Administration	120
♦ All round Development of Students	220
♦ Supervision and Guidance	52
♦ School and Society	48
<b>Total</b>	<b>550</b>

#### Scheme of Grading

Grade	% Marks
♦ A+	91-100%
♦ A	81-90%
♦ B+	71-80%
♦ B	61-70%
♦ C+	51-60%
♦ C	41-50%
♦ D	31-40%
♦ E	Below 31%

In this way we can assess the yearly performance of our institution and can know about its progress.

**Part I**

**General Information**

❖ Name of School:

❖ Complete Address

Phone No.:

Fax No

E Mail:

❖ Date of Establishment:

❖ Date of Recognition:

❖ Type of School: Govt / Local Body / Private

❖ Only for Boys

❖ Only for Girls

❖ Co Education

❖ Granted (Aided by Govt.)

❖ Non-Granted (unaided by Govt.)

1) Primary / Middle / High School

Gen. High School

Technical High School

2) Higher Secondary

Arts

Commerce

Science

Vocational

A mix of above

3) Recognition of Secondary/Higher secondary Board of Examination.

1) Permanent

2) Temporary

3) 10 years

4) 5 years

Recognition letter no. \_\_\_\_\_ Date \_\_\_\_\_

Index No:-



# Intra School Assessment

4) Medium of Instruction:

Other Languages taught:

5) Area:

Rural      Urban      Slum      Municipal Corporation  
Tribal      Hilly

6) Classes taught in school

Class \_\_\_\_\_ to \_\_\_\_\_

7) Timing:

General shift

Full day \_\_\_\_\_ to \_\_\_\_\_

Half-day \_\_\_\_\_ to \_\_\_\_\_

Double Shift

1<sup>st</sup> shift \_\_\_\_\_ to \_\_\_\_\_ Full day \_\_\_\_\_ to \_\_\_\_\_

Half day

2<sup>nd</sup> Shift \_\_\_\_\_ to \_\_\_\_\_ Full day \_\_\_\_\_ to \_\_\_\_\_ Half day

8) Whether School Building is used for any other purpose. If yes please specify:

9) Date of last school inspection and information about grade.

10) Building

Sr. No	Building No.	Owned Rented Other	R.C.C Other	Area Sq. Meter	Rent/Tax	Class Rooms Hall

## Intra School Assessment

### 11) School Library

Library	Books at the Beginning of year	Books purchased in current Year	Book lost in current year	Books at the end of year
Teachers Library				
Students Library				
Total				

12) Whether higher secondary classes are attached to your School.

13) Whether primary classes are attached to your School.

14) Whether school has obtained Minority certificate from competent Authority.

(If required)

15) Minority status : \_\_\_\_\_ Linguistic / Religious  
Order No. \_\_\_\_\_ Date \_\_\_\_\_

16) Is Hostel attached to your school, if yes then

a) How many students? Boys..... Girls.....

b) Whether students of other school are also given admission, if yes, give their number

c) Whether students of your school live in other hostels?

d) Is Hostel Aided by Govt. agency?

**Part II**

**ASSESSMENT**

**2.1 Infrastructure**

**2.1 School Building and Surroundings**

- 1) Total Strength of students :
- 2) Total Class rooms :
- 3) Area of all class rooms :
- 4) Single shift / Double shift :

Write the appropriate response in the block.

**2.1.1 Area available per student in classroom**

- A- 0.65 Sq.Meter.
- B- 0.55 – 64 Sq.Meter.
- C- 0.45 – 54 Sq.Meter.
- D- 0.40 – 0.44 Sq.Meter.
- E- Less than 0.39 Sq.Meter.

**2.1.2 Class Rooms**

- A- Equal to number of divisions and area available per student more than 0.65 Sq.Meter.
- B- Equal to number of division but area less then 0.65 Sq.Meter. per student.
- C- Equal to number of divisions.
- D- Less then number of division and area. Less than 0.40 Sq.Meter

E- Double shift due to lack of classrooms..

## Intra School Assessment

### 2.1.3 Air available per student in class Room.

☐

A- More than 2.00 Cub.Meter.

B- 1.76 - 1.99 Cub.Meter.

C- 1.60 - 1.75 Cub.Meter.

D- 1.50 - 1.61 Cub.Meter.

E- Less than 1.50 Cub.Meter.

### 2.1.4 School Building:

☐

A- School runs in owned one building

B- More than one buildings and distance between them,  
Less than 1 Km. (owned building)

C- Owned buildings but distance more than 1 Km  
between the buildings.

D- In rented and owned building, distance less than 1km.

E- Wholly rented buildings and distance more than 1 Km.

### 2.1.5 Type of construction.

☐

A- R.C.C. building

B- Partially R.C.C.

C- Constructed in mud and plastered

D- Grass and Wood (Chapper)

E- Tin Shed.

### Facilities in School Building

1) School building is built according to the needs.

Yes/No

☐

2) Compound wall is around school building. Yes/No

☐

- 3) Repair / maintenance is done yearly. Yes/No ☐
- Intra School Assessment
- 4) Every five year colouring and painting is done. Yes/No ☐
- 5) At least 2Meter. Wide veranda is provided. Yes/No ☐
- 6) Entrance gate is built. Yes/No ☐
- 7) Good Ventilation and air circulation in class rooms exist. Yes/No ☐
- 8) Electricity is provided in every class room. Yes/No ☐
- 9) Name of school is displayed on entrance. Yes/No ☐
- 10) Permanent pole for flag hoisting is provided. Yes/No ☐
- 11) School office is in separate room. Yes/No ☐
- 12) H.M. Office is in separate room. Yes/No ☐
- 13) Library and Reading Room are in separate halls. Yes/No ☐
- 14) Separate rooms for Geography, Arts, work experience etc Yes/No ☐
- 15) Separate Laboratories of Physics, Chemistry and Biology exist. Yes/No ☐
- 16) Computer Lab. exists. Yes/No ☐
- 17) There is storeroom in school Yes/No ☐
- 18) Separate staff room for male/ female Staff is provided. Yes/No ☐
- 19) Reading room for students is available. Yes/No ☐
- 20) Separate lavatory block for girls exist. Yes/No ☐
- 21) Separate lavatory block for Boys exist. Yes/No ☐
- 22) One latrine per 20 students is provided. Yes/No ☐

## Intra School Assessment

### 2.1.6 School beautification

- |     |  |        |                          |
|-----|--|--------|--------------------------|
| 1)  | School has garden  | Yes/No | <input type="checkbox"/> |
| 2)  | Country, State and District maps are displayed.  | Yes/No | <input type="checkbox"/> |
| 3)  | School walls are decorated with educational charts.  | Yes/No | <input type="checkbox"/> |
| 4)  | At Suitable Places quotable gem are displayed  | Yes/No | <input type="checkbox"/> |
| 5)  | Notice board for students/parents is fixed at appropriate place.                                       | Yes/No | <input type="checkbox"/> |
| 6)  | Roll of Honour is displayed  | Yes/No | <input type="checkbox"/> |
| 7)  | Loud speaker is available in school.   | Yes/No | <input type="checkbox"/> |
| 8)  | School has following instruments:  |        |                          |
|     | 1) - Thermometer   | Yes/No | <input type="checkbox"/> |
|     | 2) - Whether-cock  | Yes/No | <input type="checkbox"/> |
|     | 3) - Weighing machine  | Yes/No | <input type="checkbox"/> |
|     | 4) - Measuring Tape  | Yes/No | <input type="checkbox"/> |
|     | 5) - Gardening instruments   | Yes/No | <input type="checkbox"/> |
| 9)  | Nameplate is displayed on the door of each class.  | Yes/No | <input type="checkbox"/> |
| 10) | In Class Room black board of 3x2 meter is provided   | Yes/No | <input type="checkbox"/> |
| 11) | Details of Student Strength, with daily present and absent student<br>is displayed at prominent place. | Yes/No | <input type="checkbox"/> |
| 12) | Staff Civil List is displayed  | Yes/No | <input type="checkbox"/> |

## Intra School Assessment

### 2.1.7 School furniture

- 1) One dual desk for every two-students/Separate table chair for each student Yes/No ☐
- 2) Table and chair is available for teacher in class room Yes/No ☐
- 3) In Staff Room, Racks / Lockers are available to keep Books and notebooks. Yes/No ☐
- 4) Suitable seating arrangement is made in staff room. Yes/No ☐
- 5) Enough Almirahs are there to keep school records. Yes/No ☐
- 6) In library sufficient number of Almirahs with glass doors are available. Yes/No ☐
- 7) In library newspaper stand, sufficient chairs, tables etc are available Yes/No ☐
- 8) In class Room dust bins are available Yes/No ☐
- 9) In class Room fans are provided Yes/No ☐
- 10) Wall clock in H.M. office and staff room Yes/No ☐

### 2.1.8 Other facilities

- 1) Separate toilet block for Male/Female teachers are available. Yes/No ☐
- 2) Toilets are cleaned periodically Yes/No ☐
- 3) For every 100 student 200 liters drinking water is available. Yes/No ☐
- 4) School runs Students Co-operative store. Yes/No ☐

- |    |   |        |                          |
|----|---|--------|--------------------------|
| 5) | Separate parking space is provided in school.       | Yes/No | <input type="checkbox"/> |
| 6) | Suitable drainage system is provided.               | Yes/No | <input type="checkbox"/> |
| 7) | Drill/physical training instruments are available . | Yes/No | <input type="checkbox"/> |
| 8) | Telephone is available.                             | Yes/No | <input type="checkbox"/> |

#### Intra School Assessment

10) Following things are provided in school:

- |   |        |                          |
|---|--------|--------------------------|
| o T.V.  | Yes/No | <input type="checkbox"/> |
| o Radio   | Yes/No | <input type="checkbox"/> |
| o Tape Recorder                                       | Yes/No | <input type="checkbox"/> |
| o V.C.R.  | Yes/No | <input type="checkbox"/> |
| o L C D / OHP   | Yes/No | <input type="checkbox"/> |
| o Slide Projector                                     | Yes/No | <input type="checkbox"/> |
| o At Suitable places Mirrors (1.5' x 3') are fixed    | Yes/No | <input type="checkbox"/> |
| o Instruments for Arts/work experience, are available | Yes/No | <input type="checkbox"/> |

11) Generator /Inverter is available in School. Yes/No ☐

#### 2.1.9 Play Ground

- |    |  |        |                          |
|----|--|--------|--------------------------|
| 1) | Play ground is adjacent to school                      | Yes/No | <input type="checkbox"/> |
| 2) | Area of ground is 1 acre (minimum)                     | Yes/No | <input type="checkbox"/> |
| 3) | Ground is levelled.                                    | Yes/No | <input type="checkbox"/> |
| 4) | Trees are planted on the periphery of the ground.      | Yes/No | <input type="checkbox"/> |
| 5) | Sports material is proportionate to student's strength | Yes/No | <input type="checkbox"/> |
| 6) | Toilet facility is available on ground.                | Yes/No | <input type="checkbox"/> |



- 7) Separate arrangement has been made for various grounds for Individual / team events. Yes/No ☐
- 8) Volley ball pole, Kho-Kho pole are permanently fixed Yes/No ☐
- 9) There is separate store room for sports material Yes/No ☐
- 10) Sitting arrangement for viewers on ground Yes/No ☐

# Intra School Assessment

## 2.1.10 Other

- 1) First Aid kit is available in school. Yes/No ☐
- 2) Teachers are trained in first aid. Yes/No ☐
- 3) Fire extinguisher is available. Yes/No ☐
- 4) Computer with printer is available . Yes/No ☐
- 5) Cyclostyling/Xerox machine is available. Yes/No ☐
- 6) School possess its own Website Yes/No ☐
- 7) School uses, "School Soft Ware" Yes/No ☐
- 8) School has Internet connection Yes/No ☐
- 9) Virtual class room in School Yes/No ☐
- 10) Ramp for Physically challenged Students Yes/No ☐

Sub Total

Remarks:

## **2.2 School Administration**

### **2.2.1 Legal Aspect**

- 1) School is recognized by Government. Yes/No ☐
- 2) All Divisions are recognized by Government. Yes/No ☐
- 3) Examination Board has given recognition to school. Yes/No ☐
- 4) No litigation against school is pending. Yes/No ☐

### **2.2.2 School Employees**

- 1) School Principal/Headmaster/Headmistress is ☐
- A) Permanent
- B) Temporary
- C) In charge
- D) Post to be filled
- E) Post in dispute
- 2) In School posts of Asst. Principal/ A.H.M, Supervisor are filled as per rule ☐
- A) Permanent
- B) Temporary
- C) In charge
- D) Post to be filled
- E) Post in dispute
- 3) Teachers strength is as per norms of Government. Yes/No ☐
- 4) Non Teaching staff is as per norms of Government. Yes/No ☐
- 5) Teaching and Non Teaching staff are aware about their duties. Yes/No ☐
- 6) Teaching staff is of permanent nature. Yes/No ☐
- 7) Class four employees wear uniform. Yes/No ☐

### Intra School Assessment

- 8) Subject wise Teachers are appointed. Yes/No ☐
- 8) Not more than 10% post of teachers is vacant more than a month.

Yes/No ☐

- 10) Service Books, leave, increment etc. of all employees are maintained timely. Yes/No ☐

- 11) Seniority list is maintained and signatures of all concerned is taken. Yes/No ☐

- 12) Academic council is formed Yes/No ☐

**Academic council:** a body responsible for all academic matters such as framing syllabus, recommending text books, supervising teaching learning process, examinations, taking interviews of teachers etc.

- 13) School committee is formed Yes/No ☐

**School committee:** a committee responsible for school administration, such as financial matters, budgeting, reward and punishment to employees, and providing basic necessities etc.

- 14) In school subject committees are formed. Yes/No ☐

**Subject committee:** comprises of teachers of same subject, monitor performance of students in their subject, suggests improvement and executes them, arranges co- curricular activities of their subject.

- 15) For conducting exam, exam committee is formed. Yes/No ☐

- 16) Work distribution for co-curricular actives is done. Yes/No ☐

- 17) Educational and Career Counsellor is appointed Yes/No ☐

- 18) Teachers are members of respective subject association. Yes/No ☐

- 19) Care is taken to do away Negative remarks in yearly assessment of teachers. Yes/No ☐

### Intra School Assessment

- 20) Some teacher participated in at national level event(s) Yes/No ☐
- 21) Some teacher participated in state level event. Yes/No ☐
- 22) Some teacher participated in District level event. Yes/No ☐
- 23) School Management Committee as per RTE is formed Yes/No ☐

### 2.2.3 Service condition

- 1) Staff is approved by competent authority. Yes/No ☐
- 2) All teachers are trained. Yes/No ☐
- 3) Before confirming service of employees their medical test and Scrutiny of original certificate is done. Yes/No ☐
- 4) Pay scales of teaching and non-teaching staff are predetermined. Yes/No ☐
- 5) Annual increment in Salary is given to teaching and Non teaching staff. Yes/No ☐
- 6) Staff's Salary is paid every month regularly. Yes/No ☐
- 7) Confidential reports of employees are kept up to date and they are informed about it. Yes/No ☐
- 8) Teachers are trained in new syllabus. Yes/No ☐
- 9) Teachers strive for their professional progress. Yes/No ☐
- 10) Teachers participate in action research and other projects Yes/No ☐
- 11) Employees are served a copy of Service Rules and Regulation at the time of appointment. Yes/No ☐

### Intra School Assessment

- 12) Code of Conduct of Teaching and Non-teaching staff is decided and is in practise Yes/No ☐
- 13) Teachers are provided in-service training opportunities. Yes/No ☐

## Intra School Assessment

14) Teachers are encouraged for acquiring higher qualifications.

Yes/No

☐

15) Relations of teachers with each other are good.

Yes/No

☐

16) Sense of collective responsibility is present in teachers.

Yes/No

☐

17) Teachers teach the subject they studied in Graduation/B.Ed

Yes/No

☐

18) Departmental circulars are shown to teacher.

Yes/No

☐

19) Measures are taken as per departmental circular.

Yes/No

☐

20) G.P.F. slip is given to employees.

Yes/No

☐

21) Pension case is not pending.

Yes/No

☐

22) Teachers are given Prizes and Awards

Yes/No

☐

23) Confidential Record of Employees is maintained

Yes/No

☐

### 2.2.4 Official Record

Following records are prepared, kept safe and are up to date

1- General Register

Yes/No

☐

2- Dead Stock Register

Yes/No

☐

3- Book Bank Register

Yes/No

☐

4- Science Material Register

Yes/No

☐

5- Library Register

Yes/No

☐

6- Sports Material Register

Yes/No

☐

7- Work Experience Register

Yes/No

☐

8- Arts Material Register

Yes/No

☐

9- Minorities Register

Yes/No

☐

10- Transfer Certificate Issue Office Copy

Yes/No

☐

11- Transfer Certificate from other schools

Yes/No

☐

12- Govt. Resolution and circular file

Yes/No

☐

13- Class wise Attendance Register.

Yes/No

☐

## Intra School Assessment

14-	Last year's answer books	Yes/No	<input type="checkbox"/>
15-	Scholarship Register	Yes/No	<input type="checkbox"/>
16-	Teachers Muster Roll	Yes/No	<input type="checkbox"/>
17-	Other Staff's Muster Roll	Yes/No	<input type="checkbox"/>
18-	Examination Record	Yes/No	<input type="checkbox"/>
19-	Medical Check up File	Yes/No	<input type="checkbox"/>
20-	School Budget File	Yes/No	<input type="checkbox"/>
21-	Bill and Receipt book	Yes/No	<input type="checkbox"/>
22-	Cash book	Yes/No	<input type="checkbox"/>
23-	Ledger Book	Yes/No	<input type="checkbox"/>
24-	Stationary Register	Yes/No	<input type="checkbox"/>
25-	Pay bill File	Yes/No	<input type="checkbox"/>
26-	Fee Receipt books	Yes/No	<input type="checkbox"/>
27-	Loans/(Debts to be paid) Register	Yes/No	<input type="checkbox"/>
28-	Development Fund Register	Yes/No	<input type="checkbox"/>
29-	Provident Fund (GPF) Register	Yes/No	<input type="checkbox"/>
30-	Term Fee Register	Yes/No	<input type="checkbox"/>
31-	Postal Expenses Register	Yes/No	<input type="checkbox"/>
32-	School Fee Record	Yes/No	<input type="checkbox"/>
33-	Fees Concession Record	Yes/No	<input type="checkbox"/>
34-	Inward Register	Yes/No	<input type="checkbox"/>
35-	Out ward Register	Yes/No	<input type="checkbox"/>
36-	Employees Service Books	Yes/No	<input type="checkbox"/>
37-	Log book (observation of teachers by Principal/H M, copy is given to teachers)	Yes/No	<input type="checkbox"/>
38-	Progress Book/card	Yes/No	<input type="checkbox"/>
39-	Confidential Report File	Yes/No	<input type="checkbox"/>
40-	Audit Report File	Yes/No	<input type="checkbox"/>
			<input type="checkbox"/>

## Intra School Assessment

41-	Teacher Self Assessment File	Yes/No	<input type="checkbox"/>
42-	Local post entry Register	Yes/No	<input type="checkbox"/>
43-	Visitors Book/ Movement Register	Yes/No	<input type="checkbox"/>
44-	Telephone Register	Yes/No	<input type="checkbox"/>
46-	Check In/Out Register	Yes/No	<input type="checkbox"/>
47-	Scholarship Disbursement Register	Yes/No	<input type="checkbox"/>
48-	Employees Movement Registers.	Yes/No	<input type="checkbox"/>
49-	Cheque book registers.	Yes/No	<input type="checkbox"/>

### 2.2.5 Accounts

1)	Annual School Budget is prepared.	Yes/No	<input type="checkbox"/>
2)	Approval of School Budget is taken from Management.	Yes/No	<input type="checkbox"/>
3)	Cash Book is maintained daily.	Yes/No	<input type="checkbox"/>
4)	Ledger Book is written punctually.	Yes/No	<input type="checkbox"/>
5)	At least once in a month Cash Book balance and Actual cash balance is checked.	Yes/No	<input type="checkbox"/>
6)	Expenses are made according to budgetary provisions.	Yes/No	<input type="checkbox"/>
7)	Norms are adhere to while Purchasing.	Yes/No	<input type="checkbox"/>
8)	School pay in time, rent, telephone bill electricity bill and Other Taxes	Yes/No	<input type="checkbox"/>
9)	Term Fee is used for Students Welfare only.	Yes/No	<input type="checkbox"/>
10)	Remarks of Audit Report is taken care of.	Yes/No	<input type="checkbox"/>
11)	Dead Stock is maintained.	Yes/No	<input type="checkbox"/>

**Remark:**

**Sub Total**

## **2.3 All Round Development of Students**

### **2.3.1 Planning of syllabi as per aims and objectives of teaching various subjects.**

☐

- A - Keeping in mind aims, objectives, teaching methodology and evaluation teacher prepares annual plans and weekly plans for effective teaching.
- B - Objectives, teaching methodology and evaluation monthly planning of complete year is done, and teaching is done accordingly.
- C - Planning is done according to textbook, month wise.
- D - Only lessons in textbook and months available are kept in mind while planning.
- E - Even though planning is done, teaching is done according to lessons of textbook.

### **2.3.2 Home work**

☐

- A- According to year plan at least two Home work/assignment of each subject and two compositions in languages are given per month and correction is done, mistakes are pointed out and students correct them.
- B- According to year plan at least two Home work/assignment are given per subject and correction is done, mistakes are pin pointed and get corrected.



## Intra School Assessment

- C- Two Homework, of each subject and two compositions of languages per are given and their correction is done.
- D- Two home work/ two essays are given.
- E- Home work / assignment are given after completions of chapters/lesson.

### 2.3.3 Students involvement in learning.

- |     |   |        |                          |
|-----|---|--------|--------------------------|
| 1.  | Teacher uses various methods of teaching.                                     | Yes/No | <input type="checkbox"/> |
| 2.  | Thought for the day is written daily.   | Yes/No | <input type="checkbox"/> |
| 3.  | General Knowledge is displayed daily.   | Yes/No | <input type="checkbox"/> |
| 4.  | Excursions are objective based.   | Yes/No | <input type="checkbox"/> |
| 5.  | Brilliant students guide below average students                               | Yes/No | <input type="checkbox"/> |
| 6.  | School library has sufficient sets of textbooks of each subject for teachers. | Yes/No | <input type="checkbox"/> |
| 7.  | Teachers hand book are available for each teacher.                            | Yes/No | <input type="checkbox"/> |
| 8.  | Projects useful for studies are done by students.                             | Yes/No | <input type="checkbox"/> |
| 9.  | Teaching aids are prepared by involving students.                             | Yes/No | <input type="checkbox"/> |
| 10. | Students use the knowledge in new situation                                   | Yes/No | <input type="checkbox"/> |

## Intra School Assessment

### 11. Result analysis

Class	Total Nos. of students	Passed	%age of Passing	Student Failed	%age of Failure
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Avg. Resu lt					

### Total School Result

A	-	81 -100%
B	-	61 - 80%
C	-	51 - 60%
D	-	35 - 50%
E	-	Below 35%

## Intra School Assessment

### 12. Participation in Scholarship exams

☐

#### a) Primary School Scholarship exam

Strength in 4<sup>th</sup> / 5<sup>th</sup> class ----- Students appeared in the exam-----

Percentage-----

A	-	81 -100%
B	-	61 - 80%
C	-	51 - 60%
D	-	40 - 50%
E	-	Below 40%

#### b) Upper Primary

☐

Strength in 7<sup>th</sup> / 8<sup>th</sup> class ----- Students appeared in the exam-----

Percentage-----

A	-	81 -100%
B	-	61 - 80%
C	-	51 - 60%
D	-	40 - 50%
E	-	Below 40%

#### c) High School

☐

Strength in 10<sup>th</sup> class ----- Students appeared in the exam-----

Percentage-----

A	-	81 -100%
B	-	61 - 80%
C	-	51 - 60%
D	-	40 - 50%
E	-	Below 40%

## Intra School Assessment

d) Over all Passing Percentage of Students in Scholarship  
(8<sup>th</sup> + 9<sup>th</sup> + 10<sup>th</sup>) Percentage -----

A	-	81 - 100%
B	-	61 - 80%
C	-	51 - 60%
D	-	40 - 50%
E	-	Below 40%

### 2.3.4 Retention Power of school

a) Strength of students in 1<sup>st</sup> Standard Four years back ----- (a)

Present Strength of 4<sup>th</sup> Standard ----- (b)

Difference a-b = ..... %

A	-	Below 10 %
B	-	11- 20 %
C	-	21- 50 %
D	-	50- 75 %
E	-	More than 76%

b) Strength of students in 5<sup>th</sup> Standard Three years back ----- (a)

Present Strength of 7<sup>th</sup> Standard ----- (b)

Difference a-b = ..... %

A	-	Below 10 %
B	-	11- 20 %
C	-	21- 50 %
D	-	50 - 75 %
E	-	More than 76%

## Intra School Assessment

c) Strength of students in 8<sup>th</sup> Standard Three years back -----

(a) Present Strength of 10<sup>th</sup> Standard ----- (b) Difference a-

b=..... %

- A - Below 10 %
- B - 11- 20 %
- C - 21- 50 %
- D - 50 - 75 %
- E - More than 76%

### 2.3.5 Computer Education

- 1) Computer Education is provided in School. Yes/No ☐
- 2) Expert Computer Teacher is appointed Yes/No ☐
- 3) For Practice on Computer, Number of students per computer
  - A - 1 student per computer
  - B - 2 student per computer
  - C - 3 student per computer
  - D - 4 student per computer
  - E - 5 student per computer

### 2.3.6. Teaching learning method

- 1. Teachers know the syllabi of their teaching subjects Yes/No ☐
- 2. Teachers use teaching aids for effective teaching in case of shortage/ non-existence of teaching aids they demand and make them available Yes/No ☐
- 3. For effective teaching teachers use teaching aids whenever necessary Yes/No ☐

## Intra School Assessment

4. Teachers are skilled enough in handling teaching aids  
Yes/No ☐
5. Teachers prepare lesson notes regularly  
Yes/No ☐
6. Instruments /Apparatus are used in Science teaching.  
Yes/No ☐
7. Science Practical's are conducted as per Syllabus  
Yes/No ☐
8. Students are sent to laboratory for performing science practical as per planning.  
Yes/No ☐
9. Practical Time Table is displayed one week in advance  
Yes/No ☐

### 2.3.7 Individual Attention

1. H.M. and teachers prepare plan to give individual attention on every student.  
Yes/No ☐
2. In case of occasional absence, students are made to Complete their studies.  
Yes/No ☐
3. For below average students extra periods of supervised study (other then regular time table) has been arranged  
Yes/No ☐
4. Student's progress card is shown to parents after examination.  
Yes/No ☐

### 2.3.8 Teachers meet and discussion for Effective Teaching

- 1- With preset agenda, teachers meet is held every month  
Yes/No ☐
- 2- For effective teaching/learning discussions are held and suggestions are noted down.  
Yes/No ☐

## Intra School Assessment

- 3- Required teaching/learning material of all subjects is available in school. Yes/No ☐
- 4- Parent Teacher association is formed in school, regular meetings are held and minutes are noted down and accordingly, implemented. Yes/No ☐
- 5- For effective teaching, teachers are shown model lessons. Yes/No ☐

### 2.3.9 Participation in co-curricular activities.

- 1- Students are trained for competitive exams, and they are encouraged for the same. Yes/No ☐
- 2- Students are informed about various competitions such as G.K., debate, elocution, essay, competition etc and made to participate in them. Yes/No ☐
- 3- Students are informed about cultural programmes, (apart from school) such as, sports events, Drama festival, etc Yes/No ☐
- 4- Teachers take part in essay competition, seminars, symposia, etc. Yes/No ☐
- 5- H.M. and teachers participate in activities for academic Excellence Yes/No ☐
- 6) In Science Exhibition School got Prize at
- |   |    |                     |
|---|----|---------------------|
| A | -  | International Level |
| B | -- | National Level      |
| C | -  | State Level         |
| D | -  | District Level      |
| E | -  | Local level         |

**2.3.10 Sports**

Students participate in Taluka, District, State, and National level Sports competition and get award /prizes in these competition ☐

- A - National level
- B - State level,
- C - District level
- D - Taluka level
- E - Local level

**2.3.11 Participation of students in various programmes** ☐

1) Small saving (% of students participating in them)

- A - 81 - 100%
- B - 61 - 80%
- C - 41 - 60%
- D - 21 - 40%
- E - up to 20 %

2) Students participation in tree plantation/ cleanliness drives (% of students Participating in them) ☐

- A - 81 - 100%
- B - 61 - 80%
- C - 41 - 60%
- D - 21 - 40%
- E - Up to 20 %

- 3) School takes active part in literacy mission Yes/No ☐
- 4) School has social service group. Yes/No ☐
- 5) Inter school competitions are arranged. Yes/No ☐
- 6) Students help in relief work. Yes/No ☐
- 7) Needy Students are adopted by school to help them Yes/No ☐



## Intra School Assessment

- 8) School premises in kept clean and green. Yes/No ☐
- 9) 'Teachers-day' is celebrated in school. Yes/No ☐
- 10) Student Council is formed in School. Yes/No ☐
- 11) School Council is actively involved in School activities. Yes/No ☐
- 12) Student council represents problems to Authorities. Yes/No ☐
- 13) News, regarding science, geography, literature etc are displayed regularly. Yes/No ☐

### 2.3.12 Other teaching learning projects.

- 1) Teachers and students are benefited by educational programmes of Radio and T V in school. Yes/No ☐
- 2) Educational Audio-Videocassettes are available in school. Yes/No ☐
- 3) Teachers use whenever need arise, film projector, slide projector, O.H.P, L C D etc. Yes/No ☐
- 4) Teachers are trained in handling of electronic appliances. Yes/No ☐
- 5) Students are intimated about educational programmes of Aakashwani / Door Darshan. Yes/No ☐

### 2.3.13 Vocational Guidance

- 1) Trained teacher in Educational and vocational guidance is available in school. Yes/No ☐
- 2) School has " Educational and Vocational corner" Yes/No ☐
- 3) School Library is rich in career guidance literature. Yes/No ☐
- 4) Visits of Industries and big establishments are arranged Yes/No ☐
- 5) Vocational day/ vocational conference is held in school. Yes/No ☐

- 6) Details of educational and Vocational Websites are provided.

Yes/No ☐

**2.3.14 General Knowledge.**

- 1) 9 and 10<sup>th</sup> students are taught General Knowledge (G.K.)

Yes/No ☐

- 2) For G.K. 45 minutes are kept in timetable.

Yes/No ☐

- 3) Teachers are trained in G.K. teaching.

Yes/No ☐

- 4) Teacher uses handbook for G.K.

Yes/No ☐

- 5) Evaluation of G.K. is done as per rule.

Yes/No ☐

**2.3.15 Health education.**

- 1) Health education is imparted in school.

Yes/No ☐

- 2) School has N.C.C./Scout Guide troops.

Yes/No ☐

- 3) Time table incorporates above subject.

Yes/No ☐

- 4) Weekly 120 minutes are spared for parade.(physical activity)

Yes/No ☐

- 5) All students take part in health education.

Yes/No ☐

- 6) Necessary material is available for above subjects.

Yes/No ☐

- 7) Trained teacher is available in the above subjects.

Yes/No ☐

- 8) Health education is compulsory.

Yes/No ☐

- 9) Individual record of each cadet is maintained.

Yes/No ☐

- 10) Individual attention is given on personal cleanliness.

Yes/No ☐

- 11) Conscious efforts are made to imbibe healthy habits among students.

Yes/No ☐

## Intra School Assessment

### 2.3.16 Moral Education.

- 1- 1<sup>st</sup> period in every class is allotted for moral education Yes/No ☐
- 2- Syllabi is decided for all classes. Yes/No ☐
- 3- Teaching is done according to set syllabi Yes/No ☐
- 4- Handbook of moral education is used. Yes/No ☐
- 5- Evaluation is done as per norms. Yes/No ☐
- 6- Conscious efforts are made to incorporate moral values  
in other subjects too. Yes/No ☐
- 7- Teachers are trained in moral education. Yes/No ☐
- 8- Staff tries its best to follow moral values in there practical life  
Yes/No ☐
- 9- School environment is conducive for moral education Yes/No ☐
- 10- Moral values are practiced in daily school life. Yes/No ☐
- 11- Efforts are made for emotional development of students.  
Yes/No ☐
- 12- Special projects are launched for moral education. Yes/No ☐
- 13- School participates in "clean and green school competition."  
Yes/No ☐
- 14- Dedicated efforts are made for moral up-liftment of students.  
Yes/No ☐
- 15- Effects of value education is seen in daily conduct of students.  
Yes/No ☐

## Intra School Assessment

### 2.3.17 School library

1) Books available per student in library

A - 9-10

B - 6-8

C - 4-7

D - 2-3

E - Less than two.

2) Books available per teacher in teachers' library

A - 10-15

B - 6-9

C - 5-8

D - 2-4

E - Less than 2.

3) Reference Books.

1) Encyclopaedia is available

Yes/No

2) Dictionaries are available.

Yes/No

3) Cultural Dictionary is available.

Yes/No

4) Basic Science books are available.

Yes/No

5) Other reference books are available

Yes/No

6) Book set as per guidance of sec/Higher sec. Board  
are available.

Yes/No

4) Annual enrichment of library ( addition of books)

A - up to 15%

B - up to 10%

C - up to 5%

D - up to 2%

E - less than 2%

## Intra School Assessment

### 2.3.18 Library use.

- |    |   |        |                          |
|----|---|--------|--------------------------|
| 1- | Books issue register is maintained.       | Yes/No | <input type="checkbox"/> |
| 2- | Students borrow books regularly.          | Yes/No | <input type="checkbox"/> |
| 3- | Teachers demand reference books.          | Yes/No | <input type="checkbox"/> |
| 4- | Other staff also demands books.           | Yes/No | <input type="checkbox"/> |
| 5- | New, books are made available in library. | Yes/No | <input type="checkbox"/> |

#### 2) Number of student readers

- |   |   |           |     |                          |
|---|---|-----------|-----|--------------------------|
| A | - | more than | 60% | <input type="checkbox"/> |
| B | - | 50        | -   | 59%                      |
| C | - | 40        | -   | 49%                      |
| D | - | 30        | -   | 39%                      |
| E | - | Less than | 30% |                          |

#### 3) Number of Teacher/ staff readers

- |   |   |           |     |                          |
|---|---|-----------|-----|--------------------------|
| A | - | more than | 75% | <input type="checkbox"/> |
| B | - | 65        | -   | 74%                      |
| C | - | 55        | -   | 64%                      |
| D | - | 45        | -   | 54%                      |
| E | - | Less than | 44% |                          |

#### 4) Journals in library. (Daily / weekly/Monthly, other)

- |   |   |           |    |                          |
|---|---|-----------|----|--------------------------|
| A | - | more than | 15 | <input type="checkbox"/> |
| B | - | 10        | -  | 14                       |
| C | - | 5         | -  | 9                        |
| D | - | 2         | -  | 4                        |
| E | - | Less than | 2  |                          |

## Intra School Assessment

### 2.3.19 Other important events

- |     |  |        |                          |
|-----|--|--------|--------------------------|
| 1-  | Yearly Medical check up of students is done.                   | Yes/No | <input type="checkbox"/> |
| 2-  | Record of medical checkups is maintained.                      | Yes/No | <input type="checkbox"/> |
| 3-  | Norms are followed about school terms and holidays.            | Yes/No | <input type="checkbox"/> |
| 4-  | Admission norms are strictly followed                          | Yes/No | <input type="checkbox"/> |
| 5-  | Efforts are made to improve handwriting of student.            | Yes/No | <input type="checkbox"/> |
| 6-  | Special programme is run for spoken English/Regional Language. | Yes/No | <input type="checkbox"/> |
| 7-  | Wall magazine is published.                                    | Yes/No | <input type="checkbox"/> |
| 8-  | Students are encouraged for hobbies.                           | Yes/No | <input type="checkbox"/> |
| 9-  | Students are encouraged for memorising couplets/Quotes.        | Yes/No | <input type="checkbox"/> |
| 10- | Students are trained in Internet handling .                    | Yes/No | <input type="checkbox"/> |
| 11- | Journalistic Aptitude is nurtured.                             | Yes/No | <input type="checkbox"/> |
| 12- | Literary club is established.                                  | Yes/No | <input type="checkbox"/> |
| 13- | Science Exhibition is arranged regularly                       | Yes/No | <input type="checkbox"/> |
| 14- | Annual Social Gathering is arranged.                           | Yes/No | <input type="checkbox"/> |
| 15- | Students Co-operative store is being run.                      | Yes/No | <input type="checkbox"/> |

Sub total

## 2.4 Inspection and Supervision

### 2.4.1 Principal/H.M's lesson observation: ☐

- A- Two lesson per week are observed, noted in log book and effective teaching of teacher is monitored
- B- Observes, lesson takes notes and informs teacher
- C- Observes lesson and instruction are given in teachers meet.
- D- Only observes lesson no record is maintained.
- E- Lessons are observed occasionally.

### 2.4.2 Ast. Principal / A.H.M./ Supervisors observation ☐

- A- A.H.M/Supervisor observes lesson of two teachers, gives written Instruction and helps for effective teaching.
- B- A.H.M/Supervisor observers' two lessons, communicates in writing to teachers.
- C- A.H.M/ Supervisor observes lesson and intimates H.M.
- D- A.H.M/ Supervisor occasionally observes lessons and gives written
- E- Occasional supervision.

### 2.4.3 Written work ☐

- A- Supervisor checks home work, essays, practical journals, of allotted classes and ensures that teachers take cognisance of remarks.
- B- checks homework, essays, and ,practical journals regularly.
- C- checks homework, essays, and, practical journals occasionally.
- D- Only two of the above are taken care of.
- E- Occasionally written work of students is observed.

## Intra School Assessment

### 2.4.4 Leisure period

- 1) Intelligent use of leisure period is done so that there is no academic loss of students. Yes/No ☐
- 2) In leisure periods books are sent to the class for reading by student. Yes/No ☐
- 3) Subject teachers are sent to engage class. Yes/No ☐
- 4) Intelligent students are asked to engage class. Yes/No ☐
- 5) Class monitor controls the class. Yes/No ☐
- 6) In leisure period students are sent to play ground. Yes/No ☐

### 2.4.5 Exam

- 1) As per rule unit tests and Terminal exams are conducted. Yes/No ☐
- 2) Flawless question paper is prepared. Yes/No ☐
- 3) 100% students appear in unit test. Yes/No ☐
- 4) Marks obtained in exam are used for upliftment of students. Yes/No ☐
- 5) Due to self-evaluation students perform better in proceeding exam. Yes/No ☐
- 6) Examination rules are followed strictly. Yes/No ☐
- 7) Exams are conducted as per year plan and result is declared within 15 days. Yes/No ☐
- 8) Teacher makes suitable changes in teaching methodology after every exam. Yes/No ☐
- 9) Guidance is provided for National Talent search exam. Yes/No ☐



### Intra-School Assessment

- 10) Guidance for drawing examinations is given. Yes/No ☐
- 11) Guidance for admission to Novdyavidyalaya is provided.  
Yes/No ☐
- 12) Students appear in following exam.
- |                   |                                 |
|-------------------|---------------------------------|
| Hindi             | Yes/No <input type="checkbox"/> |
| Science Olympiad  | Yes/No <input type="checkbox"/> |
| Maths Olympiad    | Yes/No <input type="checkbox"/> |
| G.K. Competitions | Yes/No <input type="checkbox"/> |
- 13) More than one set of question papers are prepared and one of them is selected. Yes/No ☐
- 14) After answer papers assessment their moderation is done  
Yes/No ☐
- 15) Question papers are set according to blue prin Yes/No ☐
- 16) Model Answer is provided with question paper. Yes/No ☐
- 17) Subject committee discuss improvements in question paper  
Yes/No ☐
- 18) Monitoring of exam department is done by Head Master.  
Yes/No ☐
- 19) Exam committee works as per set norms of education department/ Education Board. Yes/No ☐
- 20) For promoting students to higher class, rules are followed.  
Yes/No ☐

### Intra School Assessment

- 21) Evaluation of following subjects is done in time and Grades are Given.

Drawing / Art.	Yes/No	<input type="checkbox"/>
Physical Education	Yes/No	<input type="checkbox"/>
Work Experience	Yes/No	<input type="checkbox"/>
Cultural Activities	Yes/No	<input type="checkbox"/>
Other Competition.	Yes/No	<input type="checkbox"/>

- 22) Science Practical exam is conducted in Mid Term and

Terminal exam.	Yes/No	<input type="checkbox"/>
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- 23) Work Experience subject is taught effectively.

Yes/No	<input type="checkbox"/>
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- 24) Internal Assessment is objective based.

Yes/No	<input type="checkbox"/>
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Sub Total

Remark:

## 2.5 School and Society

### 2.5.1

- 1- Students are involved in social work. Yes/No ☐
- 2- Help from society is sought for school's needs. Yes/No ☐
- 3- School building is used for social purposes. Yes/No ☐
- 4- Teachers / students participate in adult literacy programme.  
Yes/No ☐
- 5- Teachers/students actively participate in environmental  
protection programmes. Yes/No ☐
- 6- Co-operation of society is sought in arranging sports  
and various competitions. Yes/No ☐
- 7- In school projects, other schools participation is sought.  
Yes/No ☐
- 8- School library is open for all members of society.  
Yes/No ☐
- 9- Experts from society help in teaching certain topics etc.  
Yes/No ☐
- 10- Various projects such as blood donation, tree plantation,  
cleanliness drives etc. are held in school. Yes/No ☐
- 11- Alumni Association is active and co-operates in school  
development. Yes/No ☐
- 12- School has become "Progress Centre" of socie Yes/No ☐
- 13- Locally made teaching aids are used. Yes/No ☐
- 14- Teacher and students spreads adult literacy. Yes/No ☐
- 15- Teachers participate in different social projects Yes/No ☐

## Intra School Assessment

16- Teachers seek following information from new students.

Economic condition Yes/No ☐

Social background Yes/No ☐

Family background Yes/No ☐

2.5.2 1- School got Ideal Teacher Award at

District level Yes/No ☐

State level Yes/No ☐

National level Yes/No ☐

2- Students got Awards at:

District level Yes/No ☐

State level Yes/No ☐

National level Yes/No ☐

3- Teacher got name and fame in other then educational activities like, Drama, Art, Poetry etc.

Yes/No ☐

4- Teachers participate in following:

1- Adult education Yes/No ☐

2- Students adaptation Yes/No ☐

3- Health education projects Yes/No ☐

4- Small saving Yes/No ☐

5- Other projects Yes/No ☐

5- School is in constant touch with socially active people.

Yes/No. ☐

## Intra School Assessment

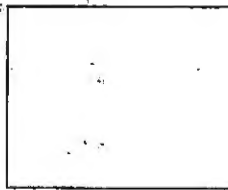
- |     |  |        |                          |
|-----|--|--------|--------------------------|
| 6-  | Parents meet is arranged in school.                        | Yes/No | <input type="checkbox"/> |
| 7-  | 'Parents day' is celebrated in school.                     | Yes/No | <input type="checkbox"/> |
| 8-  | People donate in kind (to school).                         | Yes/No | <input type="checkbox"/> |
| 9-  | People donate in cash (to school).                         | Yes/No | <input type="checkbox"/> |
| 10- | Parents participate in school projects.                    | Yes/No | <input type="checkbox"/> |
| 11- | Competitions for other school students are arranged        | Yes/No | <input type="checkbox"/> |
| 12- | Society encourages student's activities.                   | Yes/No | <input type="checkbox"/> |
| 13- | Parents participate in annual day.                         | Yes/No | <input type="checkbox"/> |
| 14- | Teachers participate in various social projects.           | Yes/No | <input type="checkbox"/> |
| 15- | Teacher pays visit to student's house.                     | Yes/No | <input type="checkbox"/> |
| 16- | Teacher meets parents informally.                          | Yes/No | <input type="checkbox"/> |
| 17- | Ground and school surrounding is used for social purposes  | Yes/No | <input type="checkbox"/> |
| 18- | Poor students gets Educational aid from society.           | Yes/No | <input type="checkbox"/> |
| 19- | Educational experts in society give suggestions to school. | Yes/No | <input type="checkbox"/> |
| 20- | Society by and large respects teachers .                   | Yes/No | <input type="checkbox"/> |
| 21- | School is trying to create a "learning society".           | Yes/No | <input type="checkbox"/> |
| 22- | School takes initiative in eradicating social evil.        | Yes/No | <input type="checkbox"/> |

Sub total

Intra School Assessment

**School Grade**

Sr.No	Sub Head	Total Marks	% marks obtained	Remark
1	Infra Structure	110		
2	School Administration	120		
3	All Round development of students	220		
4	School inspection and supervision	52		
5	School and Society	48		
Total		550		



Signature of H.M. with School Seal.

Date: